

FIXED-FEE RATES

The Fixed-Fee Training Rates are meant to simplify and expedite contracting by allowing virtually all types of training to fall under the available rates. Rates are inclusive of training and administrative costs, and are stipulated according to training delivery methods (i.e. class/lab, videoconference, CBT, SOST).

Fixed-Fee Training Rate Table —Effective August 27, 2004, revised to include a new fixed-fee rate for retraining in single employer Critical Proposals.

FIXED-FEE RATES					
Type of Trainee	*Class/Lab	*Video-conference	*Advanced Technology Class/Lab	*CBT	*SOST
<i>RETRAINEES</i>	\$13	\$13	\$20	\$8	\$8
Retrainees- in a direct Agreement with an employer who has 100 or fewer, full-time employees -OR- Retrainees- in a multiple –employer contractor (MEC) contract that: (1) serves small businesses with 100 or fewer, full-time employees; and, (2) provides 100% of the training for all trainees of a participating employer, at each employer's worksite.**	\$20	\$20			
<u>CRITICAL PROPOSAL</u> *** RETRAINEES Single Employer RETRAINEES Single Employer with 100 or fewer full-time employees	\$13 - ***up to \$16 \$20 - ***up to \$24	\$13 - ***up to \$16 \$20 - ***up to \$24	\$20 - ***up to \$24		N/A
<i>NEW HIRES</i>	\$15	\$15	N/A		\$8

*Includes Administration Costs (since Administration Costs are already included in the fixed rate per hour, they need not be calculated, nor tracked when a contractor is using the Fixed-Fee Rate Table.)

**Any deviation from these requirements should be elevated for approval on an individual basis, and identified in the ETP130 Panel Memorandum – i.e., due to insufficient training space available at an employer's worksite, training for that employer will be provided at the employer's *alternative site*.

*****For single employer retraining Critical Proposal projects, a contractor may earn up to 20% more than the standard fixed-fee rate as determined by the Panel on a case-by-case basis (considering type of training to be provided and any special circumstances specific to the project).**

Guidelines for Applying the Fixed-Fee Training Rates

- In conjunction with using the fixed-fee, the following maximum class/lab/videoconference *trainer- to- trainee ratios* have been established: Retrainees, 1:20 and New Hires, 1:15. The trainer-to-trainee ratio for Advanced Technology (AT) is 1:10.
- **Fixed-fee rates for retraining in single employer Critical Proposals may be up to 20 percent higher than standard fixed-fee rates (with Panel approval, on a case-by-case basis).**
- The class/lab/videoconference rate of \$20 per hour is applicable for (1) small businesses with 100 or fewer, full-time employees; and, (2) Multiple Employer Contracts (MEC) serving businesses with 100 or fewer, full time employees while providing 100% of the training for all trainees of a participating employer, at that employer's worksite.
- The AT rate of \$20 per hour is applicable to Advanced Technology skills training which requires a trainer-to-trainee ratio of 1:10 or less and is customized to occupations which involve the production or use of the most sophisticated equipment and software in fields such as electronics, computers, and biotechnology. If the trainer-to-trainee ratio exceeds 1:10, a second trainer must be present during instruction - and – the overall trainer-to-trainee ratio must not exceed 2:20. (Note: The 1:10 ratio is not applicable for small businesses with 100 or fewer employees or retraining MECs serving small businesses with 100 or fewer employees.)
 - Contractors who have previously received the standard fixed-fee rate of \$13 per hour for a type of training will not qualify for the higher rate of \$20 per hour, unless they provide evidence that training costs merit the higher rate, and they are unable to secure in-kind contributions to pay costs in excess of the standard fixed-fee.
- An Applicant need not submit a budget if they are requesting: (a) a rate on the ETP's Fixed-Fee Rate Table; or, (b) a reimbursable rate for training and administration of less than the Fixed-Fee.
- An SOST "trainer hour" is based upon the ratio of one trainer to ten trainees.

- The cost per trainee may be adjusted for support costs, if appropriate. For multiple--employer Agreements, up to eight percent of the total training costs may be added for allowable support costs such as recruitment, job placement, or assessment. If justified, an extra four percent may be approved for promotional mailers to potential new-hire trainees. No budget is necessary.
- For MEC's in which it is documented that the contractor charges clients less than the fixed-fee rate to provide training, ETP may reimburse the contractor at the lesser rate, or other rate as negotiated by Panel staff - rather than the ETP fixed-fee rate.
- A Contractor requesting more than the fixed-fee rate must (1) provide evidence that the fixed-fee cost is insufficient to cover the cost of training; (2) prior to the Agreement being developed, request pre-approval by the Executive Director, or designee, to submit a budget; and (3) submit a budget substantiating all training costs for Executive Director/Panel approval. In addition, MECs must also provide evidence that the participating employers cannot contribute sufficiently to cover the cost of training.

CLASS/LAB/VIDEOCONFERENCE TRAINER-TO-TRAINEE RATIOS

ETP has established standard (maximum) trainer-to-trainee ratio requirements for Class/Lab/Videoconference training upon which the fixed-fee reimbursement rates for ETP Agreements are based:

Retrainees:	1:20
New Hires:	1:15